



Exploring the Internet with Microsoft Internet Explorer

Objectives

- ▶ Understand the Internet and Web browsers
- ▶ Connect to the Internet
- ▶ Start Internet Explorer
- ▶ Open a Web page and follow links
- ▶ Add a Web page to the Favorites list
- ▶ Make a Web page available offline
- ▶ Change your home page and add a link button
- ▶ Search the Web
- ▶ Preview and Print a Web page

Microsoft Internet Explorer 6, a component included with Windows XP, is a software program that helps you access the World Wide Web. In this unit, you learn about the benefits of the World Wide Web, examine the basic features of Internet Explorer 6, connect to the Internet, and access Web pages. Before you begin the lesson, check with your instructor or technical support person to see if it's possible for you to connect to the Internet. If not, simply read the lessons to learn about using Internet Explorer.  Wired Coffee Company is a growing business that wants to take advantage of Internet technology. John uses Internet Explorer to open the company Web page and find information related to the coffee business.





Understanding the Internet and Web Browsers

The **Internet** is a global collection of more than 75 million computers (and growing) linked together to share information. The Internet's physical structure includes telephone lines, cables, satellites, and other telecommunications media, as depicted in Figure G-1. Using the Internet, computer users can share many types of information, including text, graphics, sounds, videos, and computer programs. The **World Wide Web** (also known as the Web or WWW) is a part of the Internet that consists of Web sites located on different computers around the world. A **Web site** contains Web pages linked together to make searching for information on the Internet easier. **Web pages** are documents that contain highlighted words, phrases, and graphics, called **hyperlinks** (or simply **links**) that open other Web pages when you click them. Some Web pages contain frames. A frame is a separate window within a Web page. Frames let you see more than one Web page at a time. Figure G-2 shows a sample Web page. **Web browsers** are software programs that you use to "browse the Web," or access and display Web pages. Browsers make the Web easy to navigate by providing a graphical, point-and-click environment. This unit features Internet Explorer 6, a popular browser from Microsoft that comes with Windows XP. Netscape (formally Netscape Navigator and Netscape Communicator) is another popular browser.

 John realizes that there are many uses for Internet Explorer in his company.

Details

Internet Explorer will allow John to do the following:

► **Display Web pages from all over the world**

John can look at Web pages for business purposes, such as checking the pages of other coffee companies to see how they market their products.

► **Display Web content on his desktop**

John can make his desktop look and work like a Web page. John can display Web content, such as the Microsoft Investor Ticker, ESPN SportsZone, Expedia Maps Address Finder, or MSNBC Weather Map, directly on his desktop and have the content updated automatically.

► **Use links to move from one Web page to another**

John can click text or graphical links (which appear either as underlined text or as graphics) to move from one Web page to another, investigating different sources for information. Because a Web page can contain links to any location on the Internet, he can jump to Web pages all over the world.

► **Play audio and video clips**

John can click links that play audio and video clips, such as the sound of coffee grinding or a video of workers picking coffee beans. He can also play continuous audio and video broadcasts through radio and television stations over the Internet.

► **Search the Web for information**

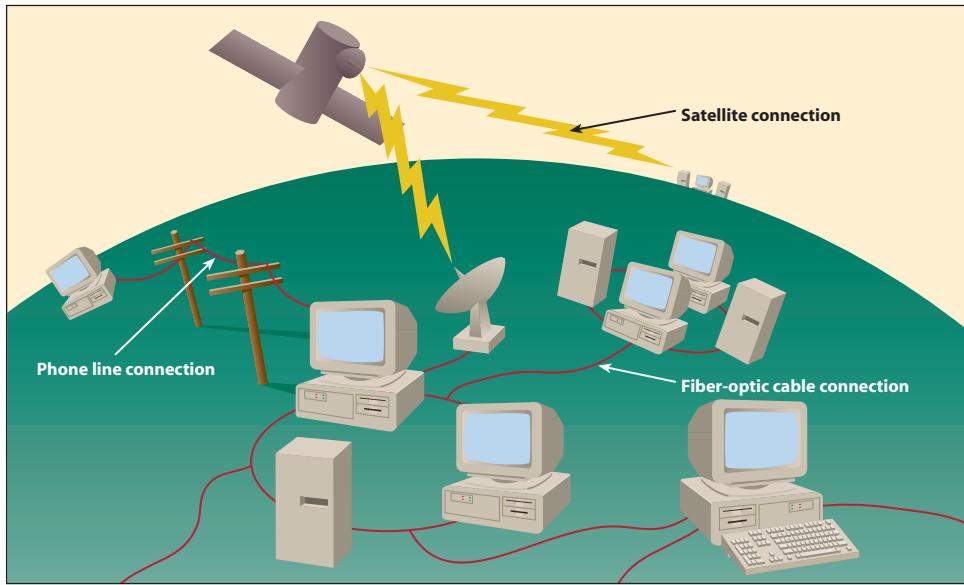
John can use search programs that allow him to look for information about any topic throughout the world.

► **Make favorite Web pages available offline**

John can create a list of his favorite Web pages to make it easy for him to return to them at a later time. He can also make a Web page available offline. When he makes a Web page available offline, he can read its content when his computer is not connected to the Internet.

► **Print the text and graphics on Web pages**

If John finds some information or images that he wants to print, he can easily print all or part of the Web page, including the graphics.

FIGURE G-1: Structure of the Internet**FIGURE G-2: Sample World Wide Web page**

The history of the Internet and World Wide Web

The Internet has its roots in the Advanced Research Projects Agency Network (ARPANET), which the United States Department of Defense started in 1969. In 1986, the National Science Foundation formed NSFNET, which replaced ARPANET. NSFNET expanded the foundation of the U.S. portion of the Internet with high-speed, long-distance data lines. In 1991, the U.S. Congress expanded the capacity and speed of the Internet further and opened it to commercial use.

The Internet is now accessible in over 300 countries. The World Wide Web was developed in Switzerland in 1991 to make finding documents on the Internet easier. Software programs designed to access the Web, known as Web browsers, use point-and-click interfaces. The first such Web browser, Mosaic, was introduced at the University of Illinois in 1993. Since the release of Mosaic, Microsoft Internet Explorer and Netscape have become the two most popular Web browsers.



Connecting to the Internet

Universities and large companies are most likely connected to the Internet via expensive, high-speed wiring that transmits data very quickly. Home computer owners, however, usually must rely on a modem and the phone lines already in place, as shown in Figure G-3. In some areas, **ISDN** (Integrated Services Digital Network) or **DSL** (Digital Subscriber Lines) **lines**, wires that provide a completely digital connection, or **cable modems**, which use cable television lines, are becoming available and affordable. DSL and cable modems, also known as **broadband** connections, are continually turned on and connected and use a network setup, so you don't need to establish a connection using a dial-up modem. Data travels slower over phone wires than over digital lines and cable modems. Whether you use a phone line or an ISDN or DSL line or cable modem, Windows can help you establish a connection between your computer and the Internet using the New Connection Wizard. First, you need to select an **ISP** (Internet Service Provider), which is a company that sets up an **Internet account** for you and provides Internet access. ISPs maintain servers connected directly to the Internet 24 hours a day. You pay a fee, sometimes by the hour, but more often a flat monthly rate. To connect to the Internet, you need to obtain an Internet account and connection information from your ISP or your system administrator.  John has signed up with an ISP. He uses the New Connection Wizard to set up the service.

Steps 123⁴

Trouble?

If the vocation information dialog box opens, enter the necessary user information, then click OK.

1. Click the **Start button**, point to **All Programs**, point to **Accessories**, point to **Communications**, then click **New Connection Wizard**

The New Connection Wizard dialog box opens, displaying a welcome message. If your ISP provides you with an installation program that sets up the connection for you, install and run that program and skip this lesson.

2. Read the introduction, then click **Next**

The next wizard dialog box asks you to choose a network connection type. You can choose to connect to the Internet (which is the default), the network at my workplace, an existing home or small office network, or another computer directly.

3. Click the **Connect to the Internet Option button** if necessary, then click **Next**

The next wizard dialog box asks you to choose how you want to connect to the Internet. You can select from a list of ISPs, set up the connection manually, or use the CD from your ISP.

4. Click the **Set up my connection manually option button**, then click **Next**

The next wizard dialog box asks you to choose how to connect to the Internet, as shown in Figure G-4. The first option helps you connect to the Internet using a dial-up modem, while the next two options help you connect using a broadband connection.

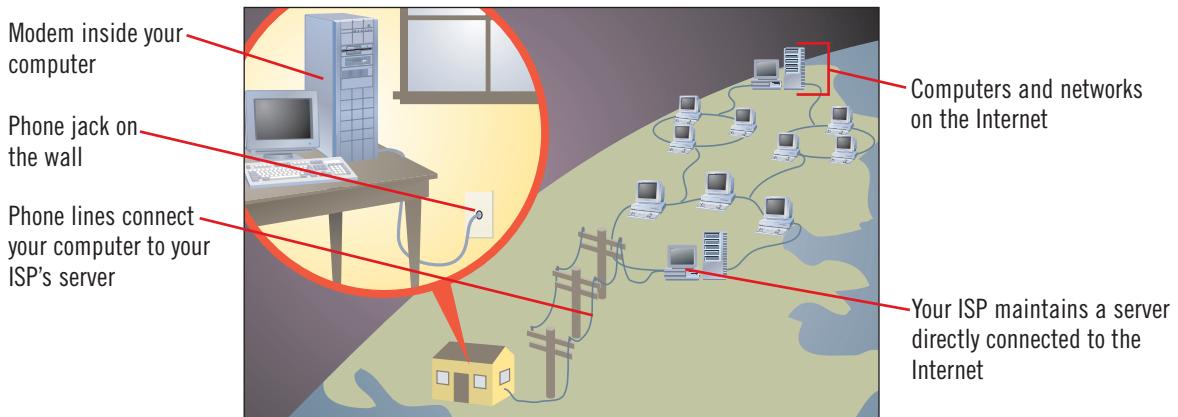
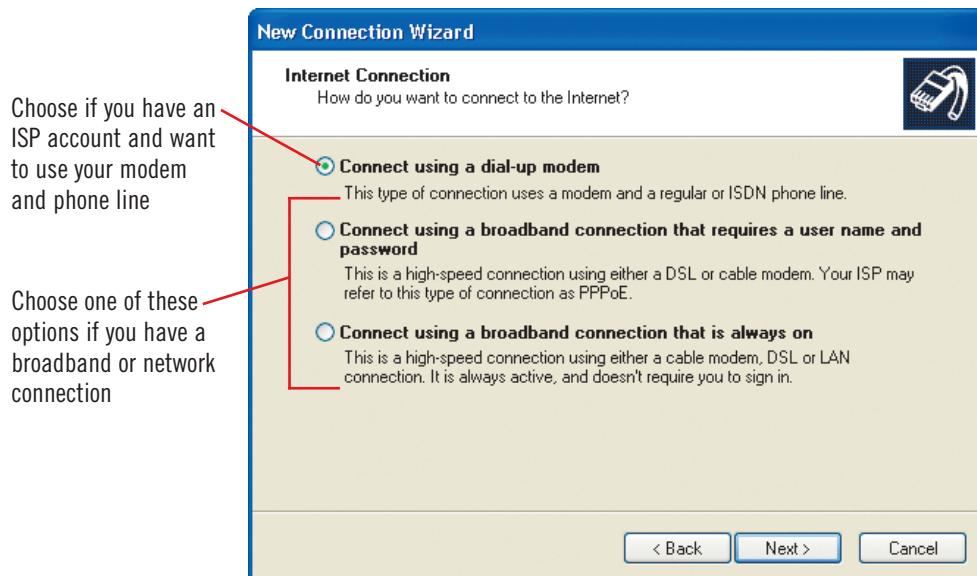
5. Click the **Connect using a dial-up modem option button**, then click **Next**

6. In the next wizard dialog box, type the name of your ISP in the text box, click **Next**, type the area code and telephone number of your ISP in the text box, then click **Next**. Your ISP documentation provides the numbers you should use.

7. Type your **user name** in the User name text box, press **[Tab]**, type your **password**, press **[Tab]**, then type your **password** again

Your ISP documentation provides you with the user name and password you should use. As you type the password, bullets appear instead of characters.

8. Click **Next**, then click **Finish** to complete the Internet connection

FIGURE G-3: Modem and phone line connection to the Internet**FIGURE G-4:** Selecting an Internet connection option

Sharing an Internet connection

If you have a home or small office network using Windows XP Professional, you can use Internet Connection Sharing (ICS) to connect all the computers on the network to the Internet using one connection, which saves you money on multiple

connections. To enable ICS, click the Start button on the taskbar, point to All Programs, point to Accessories, point to Communications, click Network Setup Wizard to start the Network Setup Wizard, then follow the step-by-step wizard instructions.



Starting Internet Explorer

Internet Explorer is a Web browser that you use to search the World Wide Web. You can start Internet Explorer using the Start menu, the Internet Explorer icon on the desktop, or the button on the Quick Launch toolbar on the taskbar. After you start Internet Explorer, you might need to connect to the Internet by selecting a dial-up or broadband service and entering a user name and password. The elements of the Internet Explorer window allow you to view, print, and search for information on the Internet. Table G-1 describes the various elements of the Internet Explorer window. You can have more than one Internet service connection. One connection might provide your business Internet service, another might be for home or family use, and another might access a university or institutional account. Once you establish a connection to the Internet, you are ready to explore Web pages on the Internet. Before John can take advantage of the many features of the World Wide Web, he must start Internet Explorer.

Steps 123⁴

Trouble?

If Internet Explorer doesn't appear on the left column of the Start menu, it's available on the All Programs submenu.

Trouble?

If your computer is not connected to the Internet, check with your instructor or technical person to see if it's possible for you to connect.

1. Click the **Start button** on the taskbar, then click **Internet** (with Internet Explorer in gray below it) in the left column of the Start menu

Internet Explorer opens. If you connect to the Internet through a network, follow your instructor's or technical support person's directions to log on. If you connect to the Internet by telephone using a dial-up networking connection, you need to select a connection and enter your user name and password in the Dial-up Connection dialog box, as shown in Figure G-5. See your instructor or technical support person for this information.

2. If necessary, click the **Connect to list arrow**, select the name of your ISP from the previous lesson, type your **user name**, press **[Tab]**, type your **password**, then click **Connect**

Upon completion of the dial-up connection, you are connected to the Internet (unless an error message appears; if so, search for the Modem Troubleshooter in the Help and Support Center). A Connection icon appears in the notification area on the taskbar to indicate you are connected. You can now view Web pages, check your e-mail, or use any other Windows communications features.

3. If necessary, click the **Maximize button** to maximize the Internet Explorer window

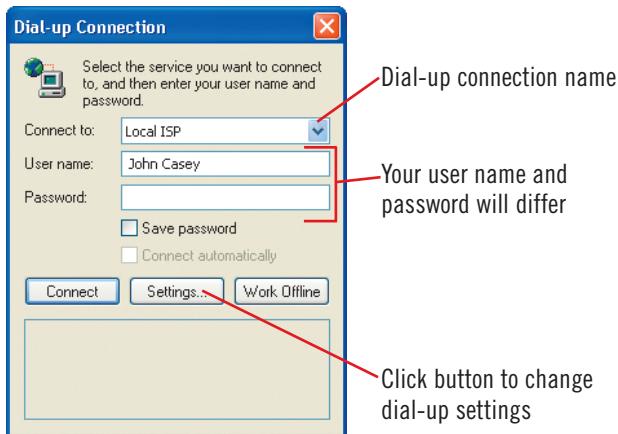
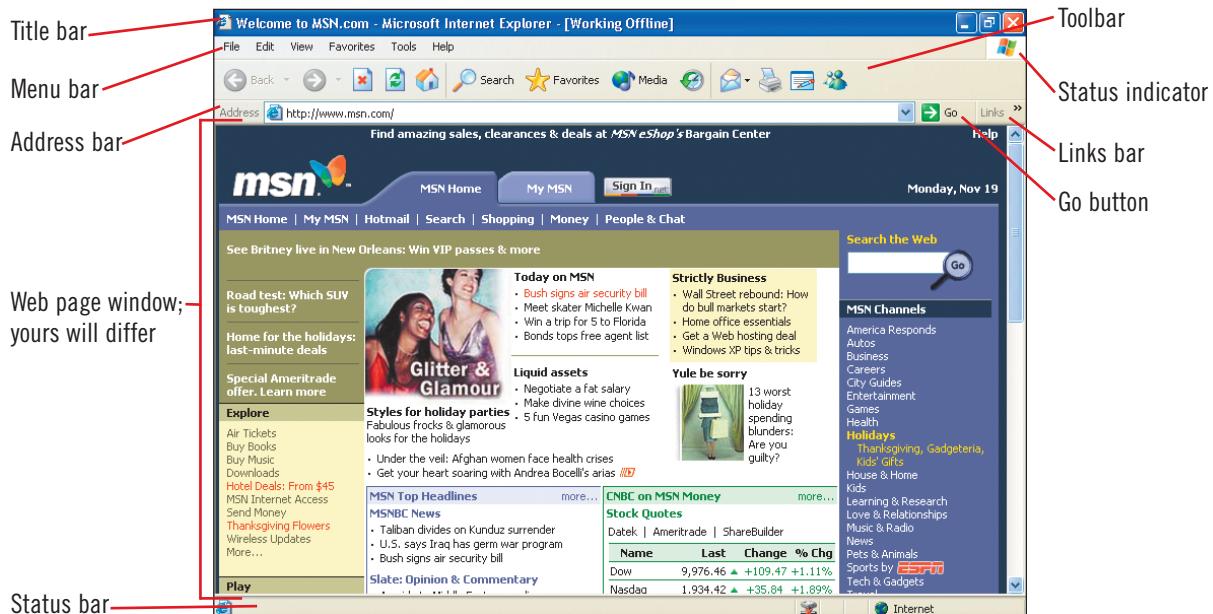
Internet Explorer displays a Web page, as shown in Figure G-6. The Web page on your screen will differ from the one shown in Figure G-6. Later in this unit, you will learn how to change the Web page that appears when you first start Internet Explorer.



Getting help with Internet Explorer

If you want information on a general topic or a specific task, you can find the information you are looking for in Microsoft Internet Explorer Help. To access Help, click Help on the menu bar, then click Contents and Index. The Microsoft Internet Explorer Help window appears and works in the same way Windows Help does. You can find help information you need by using a table of contents, index, or keyword search. If you need more help with Internet Explorer on the

Web, you can click Help on the menu bar, then click Online Support. You can also get tips on how to use Internet Explorer more effectively. To display a tip, click Help on the menu bar, then click Tip of the Day. A Tip pane appears at the bottom of the Internet Explorer window. Read the tip, then click the Next tip link to display another tip. Click the Close button in the Tip pane to close the pane.

FIGURE G-5: Dial-up Connection dialog box**FIGURE G-6:** Elements of Internet Explorer window**TABLE G-1:** Elements of the Internet Explorer window

option	description
Title bar	Displays the name of the Web page and the name of the browser you are using at the top of the window
Menu bar	Provides access to a variety of commands, much like other Windows programs
Toolbar	Provides buttons for easy access to the most commonly used commands in Internet Explorer
Address bar	Displays the address of the current Web page or the contents of a local or network computer drive; you can also type the address of a site you want to visit in the Address bar, then press [Enter]
Go button	Displays the current Web address or Web search information about a particular topic in the Address bar
Links bar	Displays link buttons to Web pages on the Internet or to documents on a local or network drive
Status indicator	Located below the Close button; waves the Windows logo to indicate a new Web page is loading
Web page window	Displays the current Web page or the contents of a local or network computer drive; you may need to scroll down the page to view its entire contents
Status bar	Displays information about your connection progress with new Web pages that you open, including notification that you have connected to another site, the percentage of information transferred from that site, and locations of the links in the document window as you move your mouse pointer over them



Opening a Web Page and Following Links

You can open a Web page quickly and easily by entering a Web address in the Address bar. A **Web address** is a unique place on the Internet where you can locate a Web page. A Web address is also called a **URL**, which stands for **Uniform Resource Locator**. If you change your mind, or the Web page takes too long to **download**, or open on the screen, you can click the Stop button on the toolbar. If you stop a Web page while it is downloading, and the page doesn't completely open, you can click the Refresh button on the toolbar to update the screen. Often, Web pages connect to each other through links that you can follow to obtain more information about a topic, as shown in Figure G-7. A link can move you to another location on the same Web page, or it can open a different Web page altogether. To follow a link, simply click the highlighted word, phrase, or graphic. The mouse pointer changes to when it is over a link. If you open a Web page written in different languages, Internet Explorer asks you to update your computer with character sets you need to view the page correctly. John contracts with a Web development company to create a Web site for Wired Coffee. He wants to access the Web site and follow some of its links in order to give feedback to the developer. John knows that the URL for the Web page is www.course.com/illustrated/wired/.

Steps 123

1. Click anywhere in the **Address bar**

The current address is highlighted, and any text you type replaces the current address. If the current address isn't highlighted, select the entire address.

Trouble?

If you receive an error message, type one of the URLs listed in Table G-2 instead to open a Web page, then follow a link found on the Web page.

2. Type www.course.com/downloads/illustrated/wired/, then press **[Enter]**

Be sure to type the address exactly as it appears. When you enter a Web address, Internet Explorer automatically inserts "http://" in the Address bar before the URL. The status bar displays the connection process. After downloading for a few seconds, the Web page appears in the document window.

3. Locate the **menu link** on the main page, then move the mouse pointer over the link, as shown in Figure G-8

When you move the mouse pointer over a link, the mouse pointer changes to . This indicates that the text or graphic is a link. The address of the link appears in the Status bar.

QuickTip

To listen to media files and Internet radio stations using the Media bar while you browse the Web, click the Media button on the toolbar.

4. Click the **menu link**

The status indicator waves as you access and open the new Web page. The menu Web page appears in the document window.

5. Move the mouse pointer over the **Wired Coffee logo** in the upper-left corner, then click the **logo**

The Wired Coffee Company page appears in the document window.

6. Click the **Back button** on the toolbar

The previous Web page, menu, appears in the document window.

QuickTip

To expand the document window to fill the screen, click View on the menu bar, then click Full Screen. Press [F11] to return to the normal view.

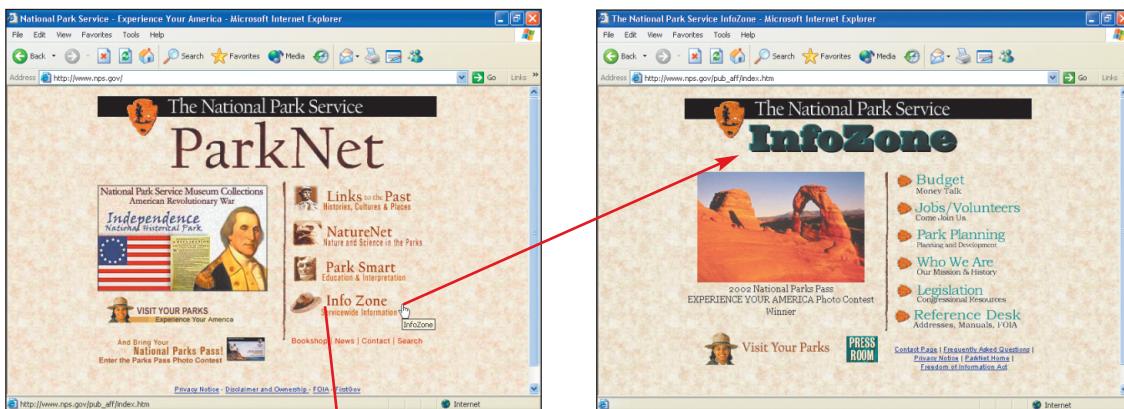
7. Click the **Forward button** on the toolbar

The Wired Coffee Company page appears in the document window again. You also could have clicked the Wired Coffee logo link to return to the Wired Coffee Company page.

8. Click the **Back button list arrow** on the toolbar, then click **Home Page**

The Wired Coffee Home Page appears in the document window. Notice that when you have already visited a link, the color of the link changes.

FIGURE G-7: Web pages connected through links



[Graphic link; click to jump to InfoZone Web page](#)

FIGURE G-8: Wired Coffee Company Web page

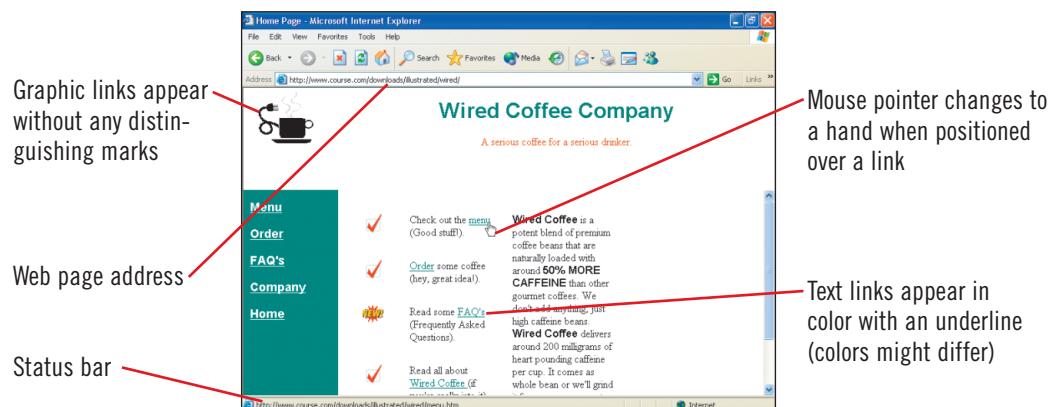


TABLE G-2: URLs of coffee companies' Web sites

company name	URL
Peet's Coffee & Tea	www.peets.com
Seattle's Best Coffee	www.seabest.com
Starbucks Coffee	www.starbucks.com



Understanding a Web address

The address for a Web page is called a URL. Each Web page has a unique URL that is typically composed of four parts: the protocol (a set of rules that allows computers to exchange information), the location of the Web site, the name that maintains the Web site, and a suffix that identifies the type of site. A URL begins with a protocol, followed by a colon, two slashes, location of the Web site, a dot, name of the Web site, a dot, and a suffix. The Web site is the computer where the Web pages are located. At the end of

the Web site name, another slash may appear, followed by one or more folder names and a filename. For example, in the address, `http://www.course.com/downloads/illustrated/wired/main.htm`, the protocol is *http* (HyperText Transfer Protocol), the location of the Web site is *www* (World Wide Web), the name of the Web site is *course*, and the suffix is *com* (a commercial organization); folders at that site are called */downloads/illustrated/wired*; and within the *wired* folder is a file called *main.htm*.



Adding a Web Page to the Favorites List

Rather than memorizing URLs or keeping a handwritten list of Web pages you want to visit, you can use a Favorites list to store and organize the addresses. When you display a Web page in your document window that you want to display again at a later time, you can add the Web page to your Favorites list. You add Web pages in the Internet Explorer window to your Favorites list in the same way you add folders in the My Computer or Windows Explorer window to the list. Once you add the Web page to the Favorites list, you can return to the page by opening your Favorites list and selecting the link to the page you want. John wants to add the Wired Coffee Web page to his Favorites list.

Steps 123

1. Click **Favorites** on the menu bar, then click **Add to Favorites**

The Add Favorite dialog box opens, as shown in Figure G-9. You have the option to make the Web page available for offline viewing. When you make a Web page available for **offline viewing**, the pages are copied to your computer for viewing after you disconnect your Internet connection. This is helpful when you want to read a Web page without worrying about how long you are connected to the Internet.

2. In the Name text box, select the current text, type **Wired Coffee Company**, then click **OK**

You name the Web page “Wired Coffee Company” and add it to your Favorites list.

3. Click anywhere in the Address bar, type **www.course.com**, then press **[Enter]**

When you type a Web address in the Address bar, a feature called **AutoComplete** suggests possible matches from previous entries you made for Web addresses. If a suggestion in the list matches the Web address you want to enter, click the suggestion from the Address bar list, then press [Enter].

4. Click the **Favorites** button on the toolbar

The Explorer bar opens on the left side of the document window and displays the Favorites list. The Favorites list contains several folders, including a Links folder and individual favorite Web pages that come with Internet Explorer.

5. Click **Wired Coffee Company** in the Favorites list

The Wired Coffee Company Web page appears in the document window, as shown in Figure G-10. The Favorites list also includes folders to help you organize your Favorites list. You can click a folder icon in the Favorites list to display its contents.

6. Click the **Links folder** in the Favorites list

The Favorites list in the Links folder expands and appears in the Explorer bar, as shown in Figure G-11. To open a favorite in the Links folder, position the pointer over the favorite you want to open, then click the mouse button.

7. Click the **Links folder** in the Favorites list again

The Favorites list in the Links folder collapses to display the Links folder icon only. If you no longer use a favorite, you can delete it from the Favorites list, as described in the Clues to Use “Organizing favorites.”

QuickTip

You can browse folders on your hard disk drive and run programs from the Address bar. Click anywhere in the Address bar, then type the location of the folder or program. For example, typing “C:\Windows\” opens the Windows folder.

QuickTip

You can import favorites, known as bookmarks, from Netscape or another browser by clicking File on the menu bar, clicking Import and Export, then following the steps in the Import/Export wizard.

FIGURE G-9: Add Favorite dialog box

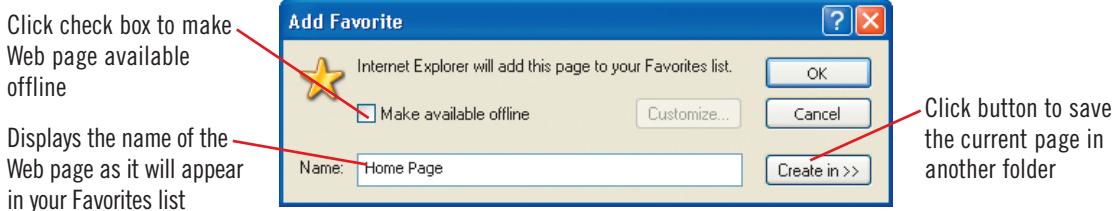


FIGURE G-10: Internet Explorer window with Favorites list

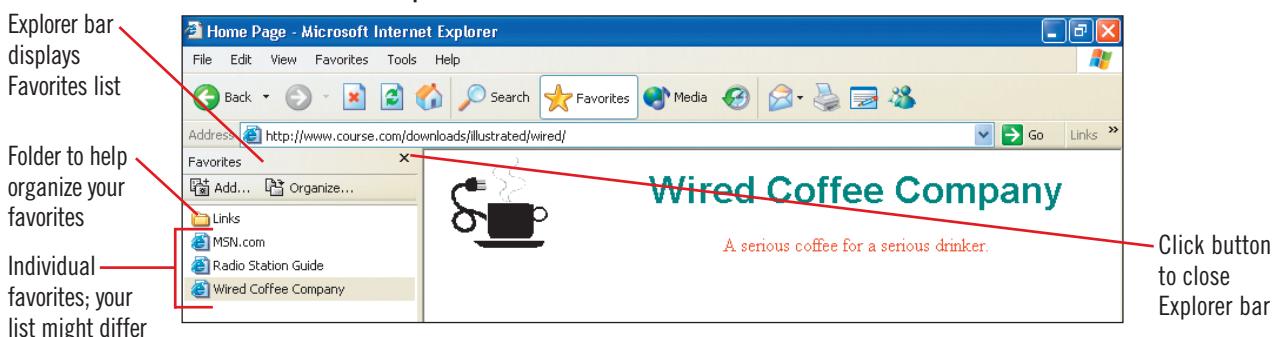
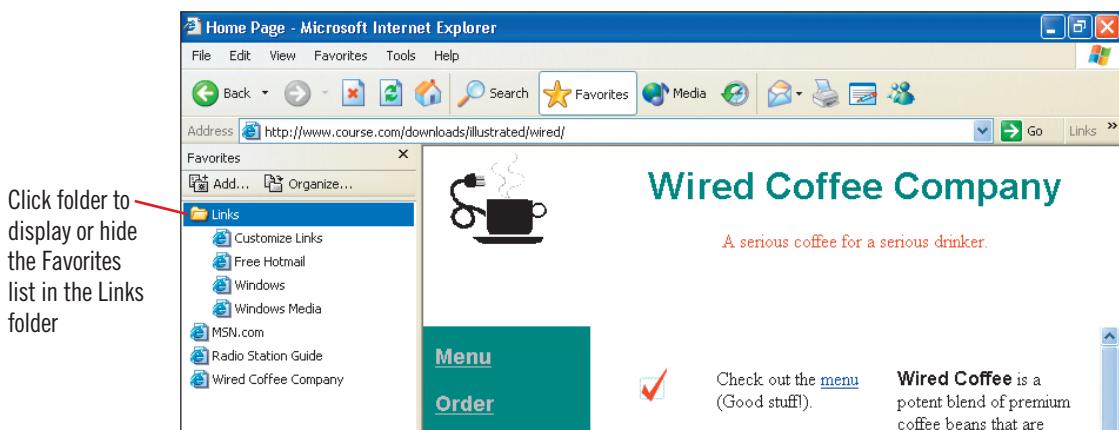


FIGURE G-11: Links folder in Favorites list



Organizing favorites

If your list of favorites grows long, you can delete favorites you don't visit anymore or move favorites into folders. To delete and move your favorites, click Favorites on the menu bar, then click Organize Favorites. In the Organize Favorites dialog box, select one or more files from the Favorites list, then click the Delete button or the Move to Folder button. If you want

to add a new folder to your Favorites list, click the Create Folder button, type the new folder name, then press [Enter]. If you prefer to use another name for a favorite, you can select the favorite you want to rename, click the Rename button, type the new name, then press [Enter]. When you finish making changes, click Close to exit.



Making a Web Page Available Offline

When you make a Web page available offline, you can read its content when your computer is not connected to the Internet or network. For example, you can view Web pages on your laptop computer when you have no Internet or network connection. Or, you might want to read Web pages at home but not want to tie up a phone line. When you make a Web page available offline, you save, or **synchronize**, the latest online version of your Web page on your hard disk drive for offline viewing. You can specify how much content you want available, such as an individual Web page or a Web page and all of its linked Web pages, and choose how you want to update that content on your computer. When you choose to view a Web page and all its linked pages offline, be aware that the additional linked pages take up a lot of hard drive space. John wants to make the Wired Coffee Company Web site on the Favorites list available for offline viewing. After viewing the offline version of the Web site, John updates the offline version to make sure he has the latest data.

Steps 123⁴

QuickTip

To make the current Web page available offline, click Favorites on the menu bar, click Add to Favorites, click the Make available offline check box to select it, click Customize, follow the Offline Favorite Wizard instructions, click Finish, then click OK.

QuickTip

When you choose to work offline, Internet Explorer starts in offline mode until you click File on the menu bar, then click Work Offline again to clear the check mark.

QuickTip

To specify a schedule for updating that page and how much content to download, select the link, then click Properties, then click the Schedule tab. You can also click Setup to schedule updating when you log on or log off your computer and when your computer becomes idle.

1. Click **Favorites** on the menu bar, then click **Organize Favorites**

The Organize Favorites dialog box opens.

2. In the Favorites list, click **Wired Coffee Company**

Status information about the Wired Coffee Company favorite appears in the Organize Favorites dialog box, as shown in Figure G-12.

3. Click the **Make available offline** check box to select it, then click **Close**

The Synchronizing dialog box opens and synchronizes the Wired Coffee Company Web page, then the dialog box closes. The latest version of your Web page is now saved on your hard disk drive for offline viewing.

4. Click the **Home button** on the toolbar, click **File** on the menu bar, then click **Work Offline**

You disconnect Internet Explorer from the Internet or network.

5. In the Favorites list, click **Wired Coffee Company**

When you access the Wired Coffee Company Web site in offline mode, Internet Explorer displays the offline version of the Web page that is on your hard disk drive. You can view any offline Web page, but if you click a link to a Web page not available offline, Internet Explorer asks you to reconnect to the Internet or network.

6. Click **File** on the menu bar, then click **Work Offline** to deselect it

When you re-establish the connection to the Internet or network, you can synchronize with the latest online version of the Wired Coffee Web page to update the offline version on your hard disk drive.

7. Click **Tools** on the menu bar, then click **Synchronize**

The Items to Synchronize dialog box opens, as shown in Figure G-13. You can select which Web pages or files you want to synchronize and specify when and how you want them updated.

8. Click the **Wired Coffee Company** check box to select it if necessary, deselect all other check boxes if necessary, then click **Synchronize**

The Synchronizing dialog box opens, then closes when the download is complete. The Wired Coffee Company Web page is resynchronized, with the latest online version of the Web page on your hard disk drive and ready for offline viewing.

9. Right-click **Wired Coffee Company** in the Favorites list, click **Delete**, click **Yes** to confirm the deletion to the recycle bin, then click the **Close** button in the Explorer bar

FIGURE G-12: Organize Favorites dialog box

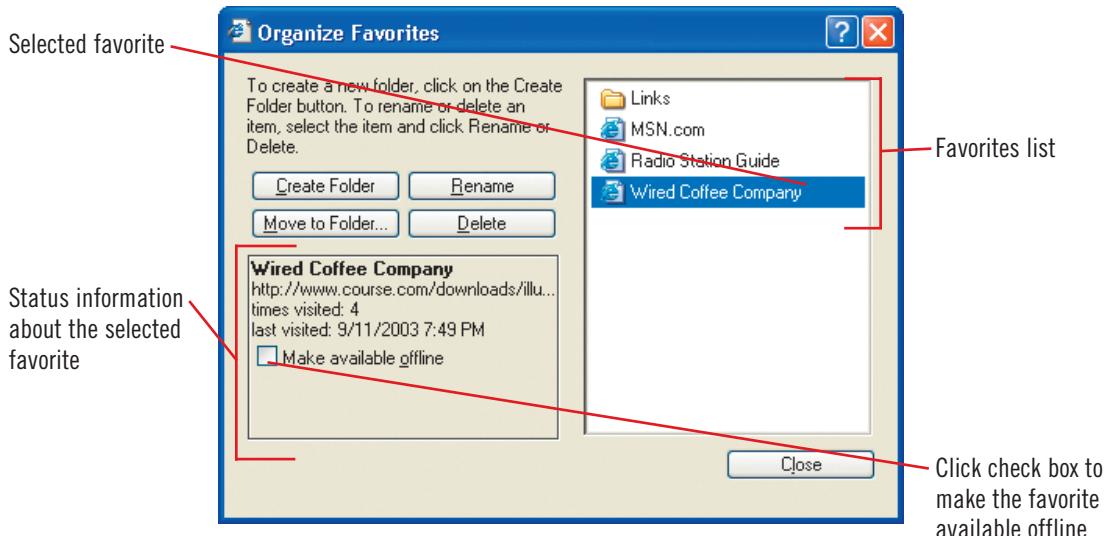
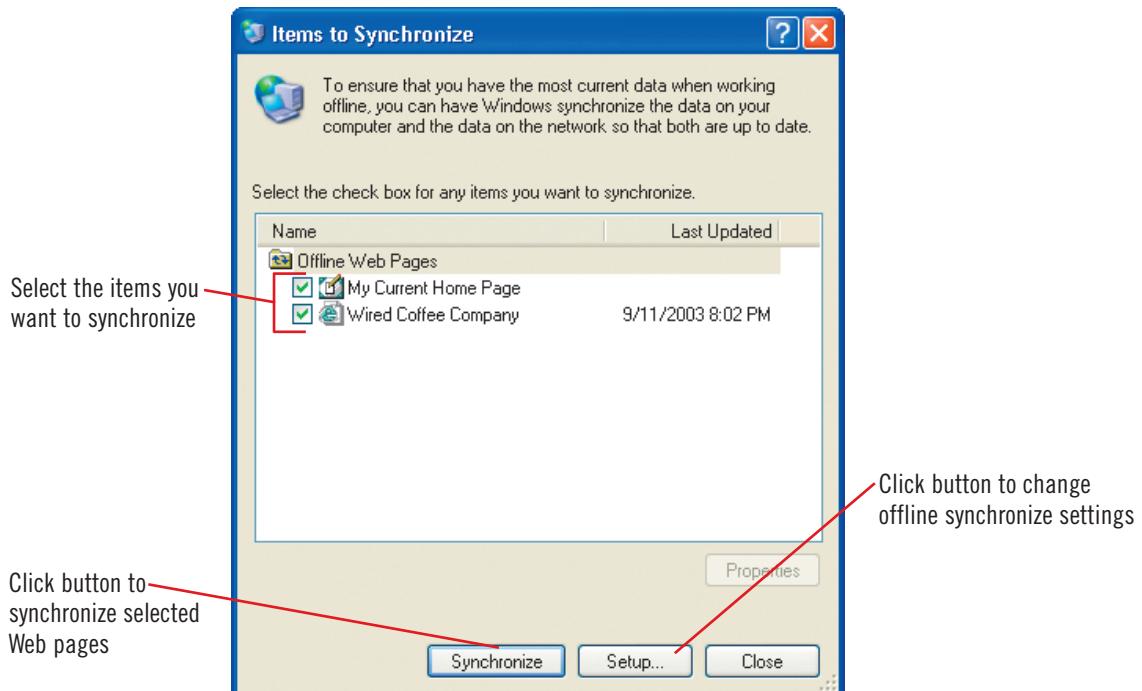


FIGURE G-13: Items to Synchronize dialog box



Saving a Web page and a Web graphic

If you want to view a Web page offline, but you don't ever need to update its content, such as a published article whose content will not change, you can save the page on your computer. There are several ways you can save the Web page, from just saving the text to saving all of the graphics and text needed to display that page as it appears on the Web. To save a Web page, click File on the menu bar, then click Save As. In the Save Web Page dialog box, specify the drive and folder in which you want to save the file, type the name you want for the file, click the Save as type list

arrow, select the file format type you want, then click Save. When you save a complete Web page, Internet Explorer saves all the graphic and text elements in a folder. If you want to save an individual graphic on a Web page, point to the graphic you want to save to display a toolbar on the graphic , then click the Save this image button . If the toolbar doesn't appear, right-click the graphic, then click Save Picture As. You can also use the toolbar on a graphic to print or e-mail the graphic and open the My Pictures folder .



Changing Your Home Page and Adding a Link Button

Your **home page** in Internet Explorer is the page that opens when you start the program. When you first install Internet Explorer, the default home page is the Microsoft Network (MSN) Web site. If you want a different page to appear when you start Internet Explorer and whenever you click the Home button, you can change your home page. You can choose one of the millions of Web pages available through the Internet, or you can select a particular file on your hard drive. The Links bar, located to the right of the Address bar, provides easy access buttons to display Web pages. The Links bar comes with predefined buttons to Microsoft-related Web pages, but you can add or remove buttons, or change the Web pages associated with the buttons on the Links bar to customize it to meet your needs.



John decides to change his home page to the Wired Coffee Company Web page and add a link button to the Links bar.

Steps 123

QuickTip

You change your home page back to www.msn.com in the Skills Review exercise at the end of this unit. If you want to change it back at any other time, type “www.msn.com” in the Address bar, press [Enter], then complete Steps 1 through 3 of this lesson.

Trouble?

If the Links bar doesn't move, you need to unlock it. Click View on the menu bar, point to Toolbars, then click Lock the Toolbars to deselect it.

QuickTip

To display buttons on a hidden toolbar, click on the right side of the toolbar.

1. Click **Tools** on the menu bar, click **Internet Options**, the Internet Options dialog box opens, then click the **General tab** if necessary

The Internet Options dialog box, as shown in Figure G-14, allows you to change a variety of Internet Explorer settings and preferences. See Table G-3 for a description of each tab.

2. In the Home page section, click **Use Current**

The address of the Wired Coffee Company Web page appears in the Address text box.

3. Click **OK**

You associate the Home button on the toolbar with the current Web page, Wired Coffee Company.

4. Click the **FAQ's link**, then click the **Home button** on the toolbar

The home page appears in the document window.

5. Double-click the word **Links** on the Links bar

The Links bar opens and may hide the Address bar. The Links bar contains buttons with links to Web pages. You can drag a link on a page or a Web site address in the Address bar to a blank area on the Links bar to create a new Links button.

6. Place over the **Order link**, click the **left mouse button**, then drag the **Order link** on the main page to the left of the first button on the Links bar, the mouse pointer changes to a black bar to indicate the placement of the button, then release the mouse button

A new link button appears on the Links bar with the name associated with the Web site, as shown in Figure G-15. You can delete or change the properties of a links button. Simply right-click the link button you want to change, then click the Delete or Properties command on the shortcut menu.

7. Click the **Order button** on the Links bar, then click the **Back button** on the toolbar

8. Right-click the **Order button** on the Links bar, click **Delete**, then click **Yes** to confirm the deletion to the Recycle Bin

The home page appears in the document window.

9. Position the pointer over the word **Links**, click the **Links bar**, the mouse pointer changes to , drag the **Links bar** to the right to hide it, then relock the toolbars if previously locked

FIGURE G-14: Internet Options dialog box

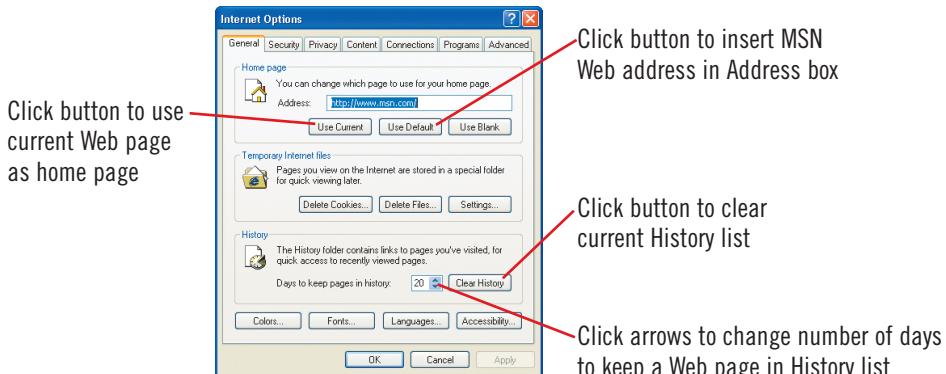


FIGURE G-15: New button on Links bar

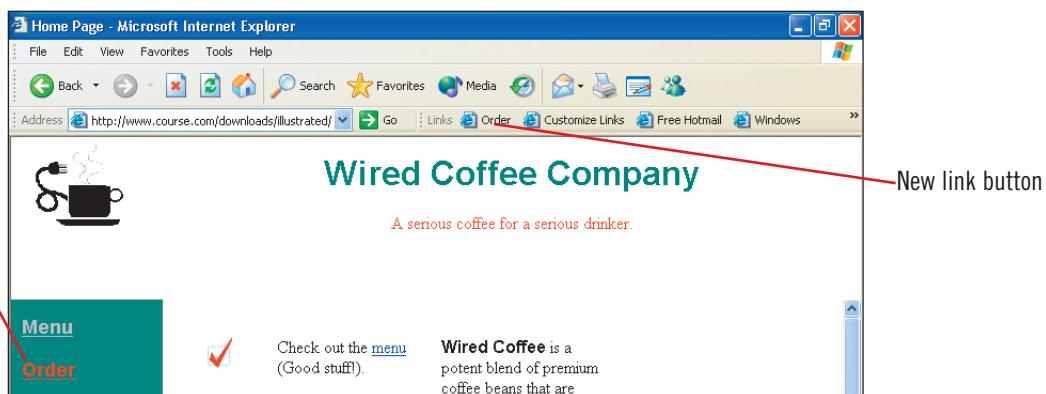


TABLE G-3: Internet Options dialog box tabs

tab	allows you to
General	Change your home page, temporary file settings, and history settings
Security	Select security levels for different parts of the Internet
Privacy	Select privacy levels for cookie usage on your computer; a cookie is a file created by a Web site that stores information on your computer, such as your preferences, when visiting that site
Content	Set up a rating system for Internet content and personal information for typing Web addresses and buying items over the Internet
Connections	Change connection settings (phone and network)
Programs	Choose which programs (Mail, News, and Internet call) you want to use with Internet Explorer
Advanced	Change individual settings for browsing, multimedia, security, printing, and searching



Viewing and maintaining a History list

Sometimes you run across a great Web site and simply forget to add it to your Favorites list. With Internet Explorer there's no need to try to remember all the sites you visit. The History feature keeps track of where you've been by date, site, most visited, or order visited today. To view the History list, click the History button  on the toolbar, then click a day or week in the Explorer Bar to

expand the list of Web sites visited. Because the History list can grow to occupy a large amount of space on your hard drive, it's important that you control the length of time you retain Web sites in the list. Internet Explorer deletes the History list periodically, based on the settings you specify in the General tab of the Internet Options dialog box, as shown in Figure G-14.



Searching the Web

You can find all kinds of information on the Web. The best way to find information is to use a search engine. A **search engine** is a program you access through a Web site and use to search through a collection of Internet information to find what you want. Many search engines are available on the Web, such as MSN, AltaVista, Google, AOL Search, and Excite. When performing a search, the search engine compares the words or phrases, known as **keywords**, you submit that best describe what you want to retrieve, with words the search engine finds on various Web sites on the Internet. If it finds your keywords in the stored database, it lists the matched sites on a Web page. These matched sites are sometimes called **hits**. The company that manages the search engine determines what information its database stores, so search results of different search engines vary.



John wants to search for other coffee-related Web sites to check out the competition.

Steps 123

QuickTip

To customize search options, click Change preferences in the Search Companion, click the options you want, then click OK if necessary.

1. Click the **Search button**

The Search Companion appears in the Explorer bar, as shown in Figure G-16. You can select search options to find a personal or business address, display a list of links to previous searches, and find a map for a specific address. Each search option requires different search criteria, which is information related to what you want to find. To search for a Web page containing the information you want, you need to enter a keyword or words in the search text box. The more specific your search criteria, the better list of matches you receive from the search engine. You can also search directly from the Address bar. Type keywords in the Address bar, press [Enter], and Internet Explorer displays a list of sites that match what you are searching for.

QuickTip

To search for other items using a search engine, such as a file, computer, or person, click Search this computer for files in the Search Companion, then click the type of items in which you want to search.

2. In the text box, type **find coffee imports**

Now you're ready to start the search.

3. Click **Search** in the Search Companion

The search engine, in this case MSN, retrieves and displays a list of Web sites that match your criteria, as shown in Figure G-17. The total number of Web sites found is listed at the top. The search results appear in order of decreasing relevance. If the search results return too many hits, you should narrow the search by adding more keywords. As you add more keywords, the search engine finds fewer Web pages that contain all of those words. See Table G-4 for other techniques to narrow a search.

QuickTip

To perform a new search, click Start a new search at the bottom of the Search Companion.

4. Click any **link** to a Web site in the list of matches

The Web site that you open appears in the right pane of the document window. You can follow links to other pages on this Web site or jump to other Web sites. When you finish, close the Search Companion.

5. Click **Close button** in the Search Companion

The Search Companion closes.

6. Click the **Home button**

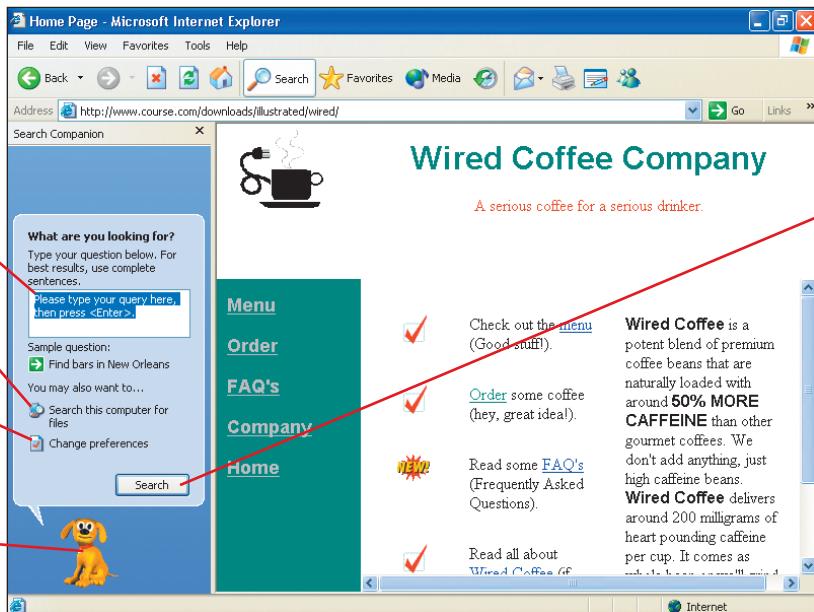
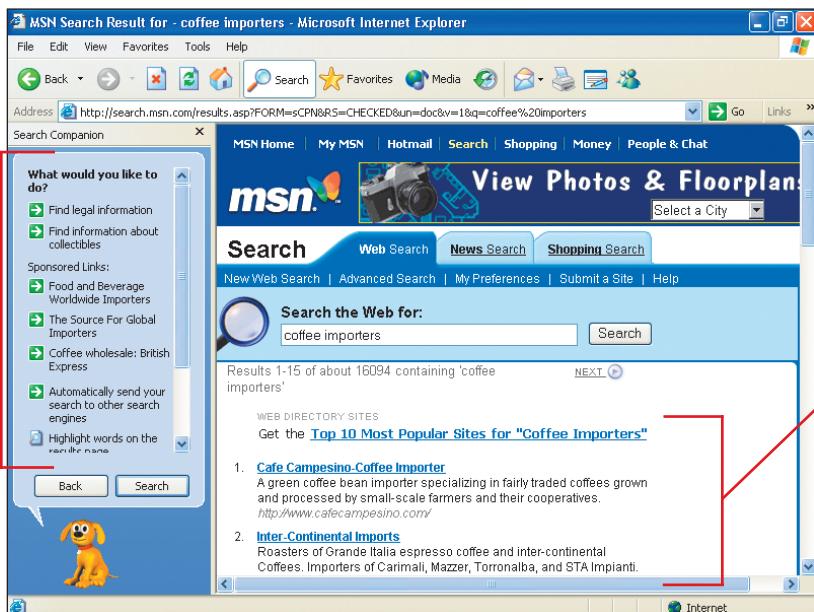
You return to the Wired Coffee Company home page.



Searching for people on the Web

Internet Explorer includes several directory services to help you find people you know who may have access to the Internet. To find a person on the Internet, click the Start button, click Search, click Computers or people, then click People in your address book to open the Find People dialog box, which shows a directory

service, WhoWhere? in the Find People dialog box. Select the directory service you want to use, type the person's name, then click Find Now. Each directory service accesses different databases on the Internet, so if you don't find the person using the first service, try a different directory service.

FIGURE G-16: Explorer Bar with Search Companion**FIGURE G-17:** Search results**TABLE G-4:** Techniques to narrow a search

technique	example
Use descriptive, specific words	Beaches surfing Pacific
Use plain English phrases	Surfing beaches on the Pacific Ocean
Place exact phrases and proper names in quotes	"Sunset Beach"
Use a + sign between words your results must contain	Surf + beach
Use a - sign between words your results should not contain	Surf + beach - Atlantic
Use AND to find results containing all words	Surf AND sea AND sand
Use OR to find results containing at least one word	Surf OR beach



Previewing and Printing a Web Page

Web pages are designed for viewing on a computer screen, but you can also print all or part of one. Before you print, you should verify that the page looks the way you want. You save time, money, and paper by avoiding duplicate or wasteful printing. Print Preview shows you exactly how your Web page will look on the printed page. This is especially helpful when you have multiple pages to print. When you are ready to print, Internet Explorer provides many options for printing Web pages. For Web pages with frames, you can print the page just as you see it, or you can elect to print a particular frame or all frames. You can even use special Page Setup options to include the date, time, or window title on the printed page. You can also choose to print the Web addresses from the links contained on a Web page.



John previews and prints a Web page, then exits Internet Explorer.

Steps 123

QuickTip

You can also click the Print button on the Internet Explorer toolbar to print the current page directly or click File on the menu bar, then click Print to open the Print dialog box.

1. Click **File** on the menu bar, then click **Print Preview**

The Print Preview window opens, as shown in Figure G-18.

2. Click the **Zoom Out** button on the Print Preview toolbar

The entire page appears in the Print Preview window.

3. Click the **Print** button on the Print Preview toolbar

The Print dialog box opens, displaying the General tab, as shown in Figure G-19.

4. In the Select Printer box, select the printer you want to use

5. Click the **Pages option button**

This option prints the pages specified, in this case, pages 1 to 1. The Print dialog box also gives you several options to print the frames. You can print the Web page as laid out on the screen, only the selected frame, or all frames individually.

6. Click the **Options** tab, then click the **As laid out on screen option button** if necessary

Instead of handwriting links to a Web page, you can automatically print a list of the Web site addresses for each link.

7. Click the **Print table of links check box** to select it, then click **Print**

The Print Preview window closes, and the Web page prints on the selected printer. You do not need to save the page before you exit because you only view documents with Internet Explorer; you do not create or change documents.

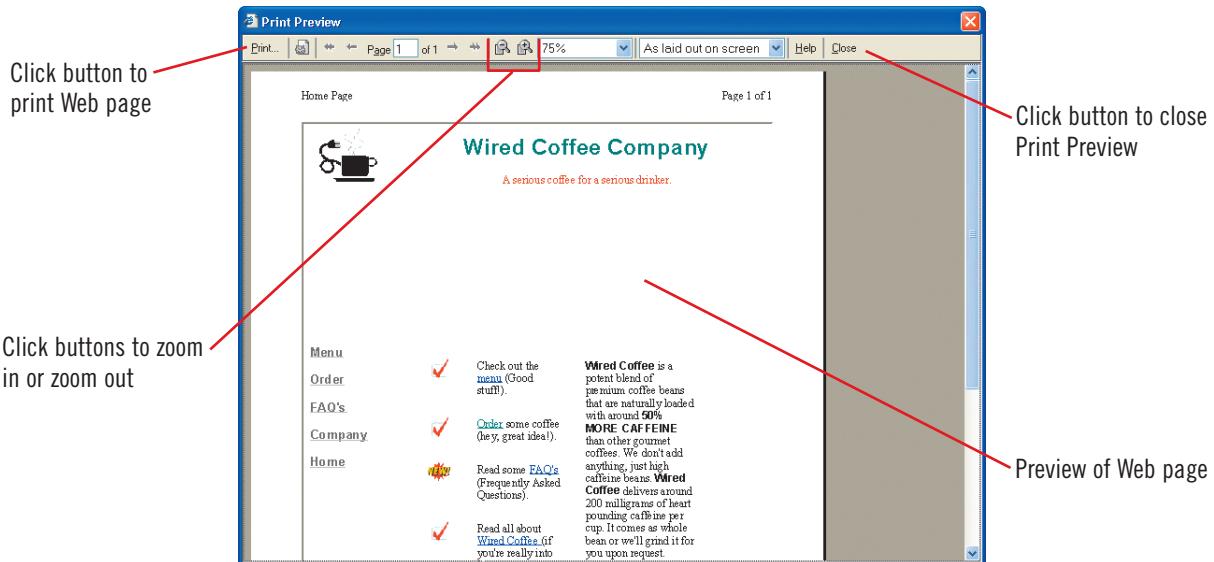
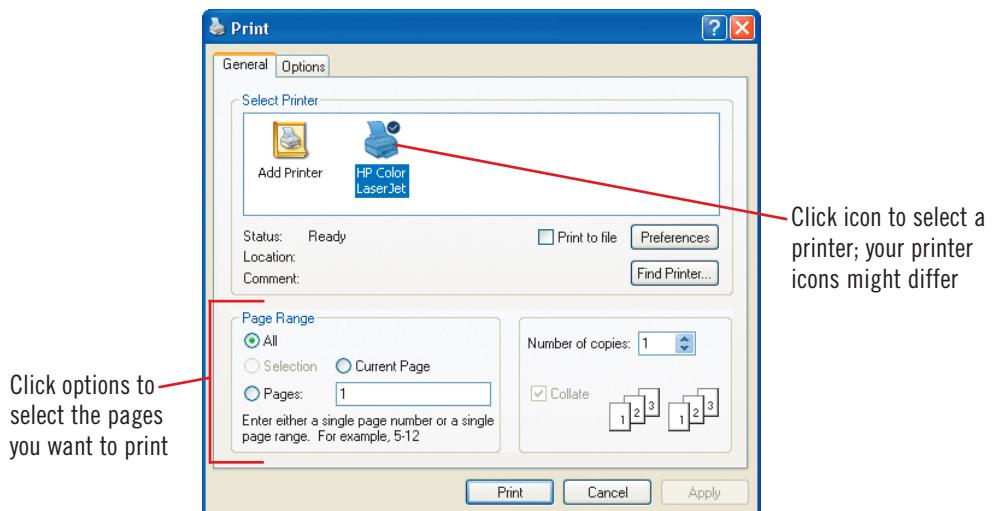
Trouble?

If you connect by telephone, you can right-click the Connect icon in the notification area of the taskbar, then click Disconnect.

8. Click the **Close** button in the Internet Explorer window

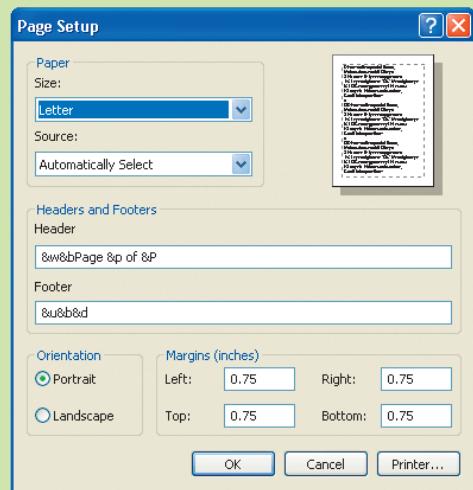
The Internet Explorer window closes. If you connected to the Internet by telephone, a disconnect dialog box opens. If you connected to the Internet through a network, follow your instructor's or technical support person's directions to close your connection.

9. If the disconnect dialog box opens, click **Disconnect**

FIGURE G-18: Preview a Web page**FIGURE G-19: Print dialog box**

Setting up the page format

When you print a Web page, you can use the Page Setup dialog box to control the printing of text and graphics on a page. The Page Setup dialog box, shown in Figure G-20, specifies the printer properties for page size, orientation, and paper source; in most cases, you won't want to change them. From the Page Setup dialog box, you can also change header and footer information. In the Headers and Footers text boxes, you can type text to appear as a header and footer of a Web page you print. In these text boxes, you can also use variables to substitute information about the current page, and you can combine text and codes. For example, if you type "Page &p of &P" in the Header text box, the current page number and the total number of pages print at the top of each printed page. Check Internet Explorer Help for a complete list of header and footer codes.

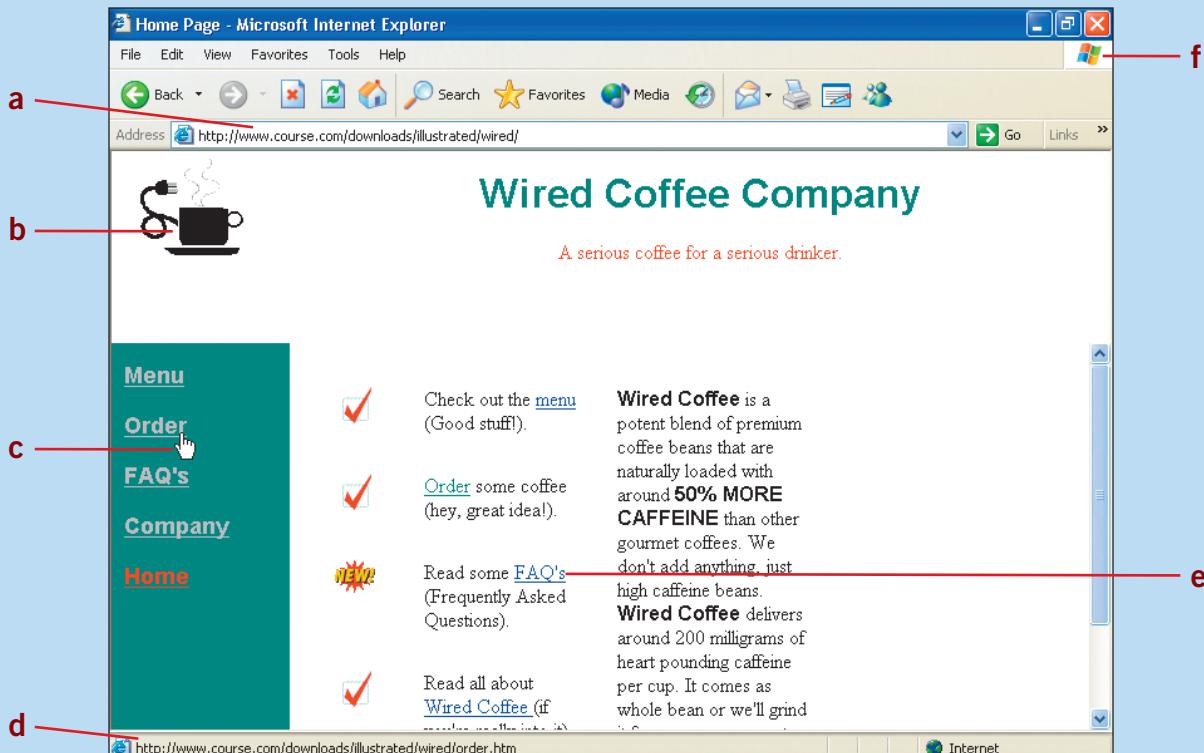
FIGURE G-20: Page Setup dialog box

Practice

► Concepts Review

Label each element of the screen shown in Figure G-21.

FIGURE G-21



1. Which element displays status information?
2. Which element indicates a Web page is loading?
3. Which element represents a graphic link?
4. Which element represents a text link?
5. Which element displays the address of the current Web page?
6. Which element indicates the position of a link?

Match each term with the statement that describes its function.

7. Address bar	a. Spins as Internet Explorer loads a page
8. Toolbar	b. Displays the URL for the current page
9. Favorites button	c. Provides shortcuts for options on the menu bar
10. Status indicator	d. Displays a list of selected Web pages and folders to organize them
11. Back button	e. Displays the previously viewed page

Select the best answers from the following lists of choices.

12. Software programs used to access and display Web pages are called:

- a. Web sites.
- b. Search engines.
- c. Web utilities.
- d. Web browsers.

13. If you want to save the name and URL of a Web page in Internet Explorer and return to it later, you can add it to a list called:

- a. Favorites.
- b. Bookmarks.
- c. Home pages.
- d. Preferences.

14. The international telecommunications network that consists of linked documents is called the:

- a. NSFNET.
- b. Netscape Communicator.
- c. Internet Explorer.
- d. World Wide Web.

15. In Internet Explorer, where are the buttons that perform common functions, such as moving to a previous Web page?

- a. Address bar
- b. Toolbar
- c. Status bar
- d. Menu bar

16. Which of the following is a valid URL?

- a. http://www.usf.edu/
- b. http://www.usf.edu/
- c. http://www.usf.edu/
- d. http//www.usf.edu/

17. Underlined words that you click to jump to another Web page are called:

- a. Explorers.
- b. Favorites.
- c. Web browsers.
- d. Hyperlinks.

18. The URL of the current Web page appears in the:

- a. Title bar.
- b. Document window.
- c. Address bar.
- d. Status bar.

► Skills Review

- 1. Connect to the Internet.**
 - a. Create a dial-up Internet connection using the New Connection Wizard.
- 2. Start Internet Explorer.**
 - a. Start Internet Explorer.
 - b. Identify the toolbar, menu bar, Address bar, Links bar, status bar, status indicator, URL, document window, and scroll bars.
 - c. In the toolbar, identify icons for searching, viewing favorites, viewing history, and moving to the previous page.
- 3. Open a Web page and follow links.**
 - a. Click in the Address bar, type **www.cnet.com**, then press [Enter].
 - b. Explore the Web site by using the scroll bars, toolbar, and hyperlinks.
 - c. Click in the Address bar, type **www.sportsline.com**, then press [Enter].
 - d. Follow the links to investigate the content.
- 4. Add a Web page to the Favorites list.**
 - a. Click in the Address bar, type **www.loc.gov**, then press [Enter].
 - b. Click Favorites on the menu bar, then click Add to Favorites.
 - c. Click OK.
 - d. Click the Favorites button.
 - e. Click the Home button.
 - f. Click the Library of Congress Home Page link in the Favorites list.

5. Make a Web page available offline.

- a. Click Favorites on the menu bar, then click Organize Favorites.
- b. In the Favorites list, click Library of Congress.
- c. Click the Make available offline check box to select it, then click Close.
- d. Click the Home button.
- e. Click File on the menu bar, then click Work Offline to select it. Click Stay Offline in the Message box if necessary.
- f. Click Library of Congress Home Page in the Favorites list.
- g. Click File on the menu bar, then click Work Offline to deselect it.
- h. Click Tools on the menu bar, then click Synchronize.
- i. Click the Library of Congress Home Page check to select it if necessary, then deselect all other check boxes if necessary.
- j. Click Synchronize.
- k. Right-click Library of Congress Home Page in the Favorites list, click Delete, then click Yes.
- l. Click the Close button in the Favorites list.

6. Change your home page and add a link button.

- a. Click in the Address bar, type **www.msn.com** (or your home page), then press [Enter].
- b. Click Tools on the menu bar, then click Internet Options.
- c. Click the General tab if necessary.
- d. Click Use Current.
- e. Click OK.
- f. Click the Back button.
- g. Click the Home button.

7. Search the Web.

- a. Click the Search button.
- b. Type **job computer training** in the text box.
- c. Click the Search button.
- d. Click a link to a Web site from the matches list.
- e. Click the Close button in the Search Companion.
- f. Click the Home button.

8. Preview and print a Web page.

- a. Click File on the menu bar, then click Print Preview.
- b. Click the Zoom Out button on the Print Preview toolbar.
- c. Click the Print button on the Print Preview toolbar.
- d. In the Select Printer box, click a printer.
- e. Click the Pages option button. Use the range 1-1.
- f. Click Print.
- g. Click the Close button to exit Internet Explorer.
- h. Click Yes to disconnect if necessary.

► Independent Challenge 1

You will soon graduate from college with a degree in business management. Before entering the workforce, you want to make sure that you are up-to-date on all advances in the field. You decide that checking the Web would provide the most current information. In addition, you can look for companies with employment opportunities.

- Use Internet Explorer to investigate one or two of the business related sites from Table G-5, or search for other business sites if these are not available.
- Click the necessary links on the page to locate information about employment opportunities that sound interesting to you.
- When you find a promising page, print the page.

TABLE G-5: Business related sites

Career Builder	www.careerbuilder.com
College Grad	www.collegegrad.com
Small Business Solutions	www.bcentral.com

► Independent Challenge 2

You leave tomorrow for a business trip to France. You want to make sure that you take the right clothes for the weather and decide that the best place to check France's weather might be the Web.

- Use Internet Explorer to access one or two of the weather sites from Table G-6, or search for other weather sites if these are not available.
- Click the necessary links on the page to locate information about the weather in Paris.
- Print at least two reports on the Paris weather.

TABLE G-6: Weather sites

The Weather Channel	www.weather.com
National Weather Service	www.nws.noaa.gov
CNN Weather	www.cnn.com/WEATHER

► Independent Challenge 3

Your boss wants to buy a new desktop computer (as opposed to a laptop). He assigns you the task of investigating the options. You decide that looking on the Web would be more expedient than visiting computer stores in the area.

- Use Internet Explorer to visit two of the Web sites from Table G-7, or search for other computer company sites if these are not available.
- Click the necessary links to find a page from each of the two that you think offer the best deal.
- Add the pages to your favorites.
- Make the pages available offline and synchronize them.
- Print a page from each of the two that you think offer the best deal.
- Delete the two favorites.

TABLE G-7: Computer companies' Web sites

IBM	www.ibm.com
Apple	www.apple.com
Dell	www.dell.com
Gateway	www.gateway.com

► Independent Challenge 4

During the summer, you want to travel to national parks in the United States. Use one of the Search Companions through your Web browser to find Web sites with maps of the national parks. Visit four or five sites from the match list, and print a page from the one that you think offers the best maps and related information for park visitors.

► Visual Workshop

Re-create the screen shown in Figure G-24, which displays the Internet Explorer window with the Favorites list and a Web site. Print the Web page, then print the screen. (Press [Print Screen] to make a copy of the screen, open Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes to paste the large image, if prompted. Click the Text button on the Toolbox, click a blank area in the Paint work area, then type your name. Click File on the menu bar, click Page Setup, change 100% normal size to 50% in the Scaling area, then click OK. Click File on the menu bar, click Print, then click Print.)

FIGURE G-22

